

BELLPARK PRIMARY

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Website : www.bellpark.co.za

School communicator : <http://www.school-communicator.com/download.php?schoolid=6710>

Sandford Street

BELLVILLE

7530

(General)

(Accounts)

(Finance)

PROSPECTUS

1. SCHOOL MANAGEMENT

Principal	Mr PW Louw	
Deputy Principal	Mr PJ Collins	
Heads of Department	Ms M Coetzee	
	Mr M Mangiagalli	
	Mr D Wentzel	
	Mr B van Wyk	
	Ms R Bothma	(Internal appointment)
	Ms L Nel	(Internal appointment)

2. AREA SERVED BY SCHOOL

- 2.1 Oakdale (North of Wellington street)
- 2.2 Blomtuin
- 2.3 La Rochelle
- 2.4 Bellair and Oak Glen
- 2.5 Ridgeworth, Stellenridge, part of Stellenberg and Eversdal
- 2.6 Blommendal
- 2.7 Other areas

3. SCHOOL HOURS

Mondays to Thursdays	Grade R	07:45 - 12:30
	Grade 1 & 2	07:45 - 12:50
	Grade 3-7	07:45 - 14:00
Fridays	Grade R	07:45 - 12:30
	Grade 1 & 2	07:45 - 12:50
	Grade 3-7	07:45 - 13:30

4. OUR MOTTO : GROEI / GROWTH

It is our aim and desire that every pupil in this school should **GROW** and develop, not only physically but also spiritually, emotionally and intellectually, so that he\she can cope with what life offers and become a happy teenager and adult.

5. TEACHING OBJECTIVES / MISSION STATEMENT

- 5.1 To develop a positive self-image and feelings of selfworth, self-confidence and self-respect in the learner, as well as encouraging respect for others and for authority.
- 5.2 To teach the learner acceptable attributes, correct etiquette and social skills which will assist him/her to adapt to an ever-changing society.
- 5.3 To nurture an understanding in the learner of his own cultural, religious and historical heritage and that of others.
- 5.4 To help the learner to structure an ethical and spiritual value-system according to religious norms.
- 5.5 To lead the learner towards a meaningful and useful existence through the use of his/her gifts of head, heart and hand, in order that he/she may benefit, as well as those with whom he/she comes into contact.
- 5.6 To gauge the potential of each learner and to present the teaching in such a way that the child's development is optimised.
- 5.7 To prepare the learners spiritually and physically, according to their abilities, for life's challenges.
- 5.8 To satisfy the innate desire of the learner to develop through setting an example, holding discussions, having sympathetic but definite leadership and setting sensible tasks, so that he/she can experience the future with confidence in a safe environment.

6. SUBJECTS OFFERED (GRADE 1-7)

Foundation Phase - Grade 1-3

- Home Language
- First Additional Language
- Mathematics
- Life Skills

Intermediate Phase - Grade 4-6

- Home Language
- First Additional Language
- Mathematics
- Social Sciences
- Life Skills
- Natural Sciences & Technology

Senior Phase - Grade 7

- Home Language
- First Additional Language
- Mathematics
- Life Orientation
- Natural Sciences
- Social Sciences
- Economic & Management Sciences
- Creative Arts
- Tegnology

(A School Assessment Plan will be available on the Communicator.)

7. OTHER SERVICES

7.1 Remedial Work / Occupational Therapy

We have a School Based Support Team under the leadership of our Learning Support Educator. Experts such as Social Workers and School Psychologists can also be incorporated in this process. They provide individual support where needed.

An occupational therapist visits the school for sessions as needed. Learners are referred by staff members.

7.2 School Library and Media Centre

The school has a well-equipped library. This facility is available to all learners. Research work and individual study times are available to all learners.

7.3 Computer Instruction – Learn IT

This school has a well-equipped computer centre where all learners, Grades R-7 and Resource classes, receive tuition on a weekly basis from an educator. Information for projects may also be obtained from the internet under the supervision of the teacher in the computer centre.

7.4 Individual Music Tuition

The school has full-time music teachers and one part time music teacher (privatized). Learners are accepted from Grade 1. Different packages are available. Please enquire at bellparkmus@gmail.com for further information.

7.5 After-school Care

Our After-Care accommodates learners from Grade R (pre-primary) to Grade 7 during terms and school holidays. A prospectus is available at office or on the school's website.

Objective: The intention of the Bellpark After-Care Centre is to provide a care facility after school for learners of Bellpark Primary School.

Control and management: The Centre falls under the control of the elected Governing Body and is managed by the After Care Head and two members of the Executive. The Deputy Headmaster meets with the Executive on a regular basis.

Fees: The fees for attending the After-Care are determined by the Governing Body and are payable monthly in advance.

Times:	Morning Care	Monday – Friday	06:30 - 07:45
	After-care	Monday – Friday	12:30 - 17:30

8. PARENTS' EVENING

At least three formal parent evenings are organized during the year. The parents then have the opportunity to discuss their child's progress or any other matter with the relevant teacher(s). These discussions are confidential and take place in a spirit of mutual confidence and co-operation. They take place by appointment only. Parents may also make an appointment to see a teacher at any other time.

9. VISITS TO THE SCHOOL

Parents are requested to phone the school secretaries when they wish to make an appointment with the Principal or any other member of staff. Parents should please indicate whether the appointment is related to the child's school work, progress, etc. or other matters. It is essential and only fair that a teacher is able to prepare himself/herself with regard to the discussion.

10. ACCESS TO SCHOOL GROUNDS

Notices at the entrances to the school grounds state that no one may enter without permission. This means that no one may use the school grounds as playground, relaxation area, etc. after normal activities have ceased and the building and grounds have been closed. In order to ensure our learners' safety, gates are locked at 7:45 in the morning. Visitors and late comers are encouraged to report to the main entrance.

11. PARKING AND TRANSPORTATION OF PUPILS BY PARENTS

Parents may not enter the main school gate when dropping learners off at school. This disrupts traffic. Parents should please note that all traffic rules must be carefully obeyed. The school cannot be held responsible for fines issued for traffic offences. This also applies to carnivals, sport activities, etc.

12. FEES PAYABLE

School and After-care fees

The payment of school fees is necessary for the school to function effectively. Expenses such as transport, sport equipment and items which are not paid for by the Cape Education Department have to be catered for by the use of school fees. In this respect, we are reliant upon the compulsory contributions by parents. The funds are managed by the Governing Body and are used for the benefit of each learner. Parents who have financial problems may, after the receipt of a written application, be wholly or partially exempted.

You are encouraged **to make use of the debit order system or an electronic transfer via the EFT system.**

Please note that school fees and After-Care fees need to be paid into the same bank account. Please use your child's unique account number as on the statement.

SCHOOL FEES & AFTER-CARE:	Account name:	Bellpark Primary
	Bank:	ABSA
	Branch code:	632005
	Account no:	145 049 0217
	Ref:	Child's unique reference as per monthly statement

Music fees are payable electronically via EFT to **DUP Musiek**.

ALL fees are payable daily in a clearly marked envelope which must be placed in the post box in the office. The financial secretary will issue a receipt to the learner.

ADDITIONAL INFORMATION ON SCHOOL FEES AVAILABLE AT THE OFFICE.

13. ATTENDANCE

Learners who are registered at the school are required to attend the school regularly. If a learner is absent, it is assumed that he/she is ill. Any learner who has been ill must bring a letter and a medical certificate, explaining his/her absence when he/she returns.

Absent during assessment: If a learner is absent during his/her assessment, a medical certificate must be handed in to the class teacher upon return to school.

14. SPORT

14.1 School sport

The school provides opportunities for participation in various sporting activities:

SUMMER: Tennis; Cricket; Athletics; Swimming
WINTER: Rugby; Hockey; Netball; Cross Country
ALL YEAR: Chess

Each learner is expected to participate in one winter and one summer sport. Furthermore each learner is expected to participate in athletics for his/her colour team for a limited period. Our colour sport athletics meeting is held in the 4th term. An inter-house Foundation Phase athletics meeting is held in the 1st term in order to finalise the athletics team.

If a learner is not allowed to participate in sport, he/she must provide a letter or medical certificate.

Coaching of different teams take place after school. A sport programme and match fixtures are provided to learners every term.

14.2 Other

The school also offers a variety of private activities. More information is available at the office.

14.3 Uniform during and after sport practises

14.3.1 Prescribed sport clothing is compulsory for all learners.

14.3.2 Junior and Senior Primary pupils may go home in sport clothing.

14.3.3 School Tracksuits: Available at the clothing bank/official suppliers. (See section regarding school uniform).

14.4 Valuable articles

Cloakrooms are not locked during sport practises, therefore any valuable articles should be handed to the teacher in charge for safe-keeping.

15. CULTURAL EDUCATION

Our learners have the opportunity to be exposed to a variety of cultural activities, for example, Revue, Eisteddfod etc. Learners receive recognition for achievements.

16. GENERAL

The behaviour, appearance and discipline of learners are of great importance. They should at all times and in all places behave in such a way that they can be the pride of Bellpark.

Friendliness, good manners, diligence and helpfulness should be outstanding characteristics of our learners. Learners should adhere strictly to the following domestic school rules. The school code of conduct is available in the learners' homework books.

17. SCHOOL RULES

17.1 Appearance of learners / hairstyles

The personal appearance and clothing of learners must be neat and must conform to school requirements.

17.1.1 Boys' hair may not hang over the shirt collar, be untidy around the ears or hang in front of the eyes.

17.1.2 Girls with long hair touching the collar must tie it back with white or navy elastics or ribbons.

17.1.3 No 'fashionable' hairstyles, such as a "step", English cut, shaven lines, "highlights" or "punk" style, which negatively impacts the sense of uniformity, neatness and discipline at the school, will be permitted.

17.1.4 Only the official summer and winter school uniform may be worn and no changes in these uniforms will be allowed without permission.

17.2 Jewellery

17.2.1 No decoration, necklaces, rings, nose rings, tongue stud, navel rings, etc. to be worn with the school uniform. Except for watches only, medic alert, necklaces or armbands may be worn. No plastic armbands are allowed.

17.2.2 Earrings: only gold / silver studs (3mm in diameter), sleepers (1 cm in diameter) may be worn. One earring in each ear in the bottom hole of the earlobe. This is only applicable to girls. Boys are not permitted to wear earrings.

17.2.3 No strange objects may be worn, to keep holes from closing. No plasters allowed to cover the earring.

17.2.4 Unacceptable jewellery will be confiscated and put in the safe until the end of the term. The teacher will place it in an envelope, marked with the learner's name and grade. It will be kept safe in a container as marked by the secretary.

17.3 BADGES

Only badges showing an achievement in a school based activity, approved by the clothing committee may be worn. No other objects may be worn on a jacket / blazer.

17.4 NAILS

Nails must be kept short and clean at all times. Nails may not be longer than the finger tips.

17.5 MAKE-UP

No make-up (eyeliner, foundation, mascara, etc.) may be worn with any official school uniform or sports clothes.

17.6. CHEWING GUM

The chewing of gum is not allowed at school.

18. BEHAVIOUR OF LEARNERS

- 18.1 Learners must attend school on time during the prescribed school hours. A learner may not be absent from a class or leave the school grounds during school hours without the principal's permission. In the case of absence, the parents should provide the principal with a reason for this. Learners arriving late, must report to the secretaries before they may go to their classes.
- 18.2 While a learner is under the school's supervision, he/she may not threaten or physically endanger a fellow-learner and may not have weapons, toys or substances, which could cause physical injuries, in his possession.
- 18.3 No learner may smoke on the school grounds or in the school buildings.
- 18.4 While under the supervision of the school, no learner may be in the possession of drugs, alcoholic drinks, objectionable reading, material or provide it to other learners.
- 18.5 Bullying, bad language or vandalism is not permitted.
- 18.6 School property, or anybody else's property, may not be damaged, defaced or harmed in any way. The parent(s) will be held responsible for the damage.
- 18.7 A learner may not drive or park a self-propelled vehicle on the school grounds without the Principal's permission. Bicycle riding on the school grounds is also forbidden.

19. PARTICIPATION IN THE SCHOOL'S PROGRAMME

- 19.1 A learner must participate in the academic programme as laid down by the Education Department, unless exemption is obtained from the Department.
- 19.2 When a learner participates voluntarily in an extra-mural school activity, he/she must carry out his/her duties and responsibilities in this activity without hesitation or excuses, unless he/she is exempted from doing so by the principal.
- 19.3 Learners may not use any equipment or facilities, including those for sport, which belong to the school after school hours without the Principal's permission. Learners may also not enter the school premises after hours, without the headmaster's consent.
- 19.4 No learner may display any form of contempt for the national symbols of the Republic of South Africa or for the school's codes in public. No learner may in any way bring discredit to the school.

20. REGULATIONS : SCHOOL UNIFORM

Drawn up by the School Uniform Committee and approved by die Governing Body:

GIRLS - SUMMER UNIFORM (1st & 4th Term)

- Shirt - white, short sleeved shirt without pocket badge
- Jersey - navy blue v-neck / pull-over with embroidered pocket badge on left-hand side
(No hand knitted jerseys allowed)
- Tunic - navy blue, six-panels with v-neck and school badge – no belt
- Socks - short white socks without stripes
- Shoes - black with single strap over bridge of foot with buckle / lace-ups compulsory
(No leisure shoes are allowed)

GIRLS - WINTER UNIFORM (2nd & 3rd Term)

- Shirt - white, short sleeved shirt without pocket badge
- Jersey - navy blue v-neck / pull-over with embroidered pocket badge on left-hand side
(No hand knitted jerseys allowed)
- Tunic - navy blue, six-panels with v-neck and school badge – no belt
- Socks - grey, knee-length socks with school colours / navy blue tights / pantyhose
- Pants - grey, only girls' style permitted, with zip to the one side. Not compulsory
- Shoes - black with single strap over bridge of foot with buckle / lace-ups compulsory
(No leisure shoes are allowed)
- Rain jacket- navy with school badge. Part of the official school uniform

BOYS - SUMMER UNIFORM (1st & 4th Term)

- Shirt - white, short sleeved shirt with embroidered badge on the left-hand side
- Jersey - navy blue v-neck / pull-over with embroidered pocket badge on left-hand side
(No hand knitted jerseys allowed)
- Trousers- grey shorts / long pants with black belt
- Socks - grey, knee-length socks with school colours
- Shoes - black with single strap over bridge of foot with buckle / lace-ups compulsory.
(No leisure shoes are allowed.)

BOYS - WINTER UNIFORM (2nd & 3rd Term)

- Shirt - white, short sleeved shirt with embroidered badge on the left-hand side
- Jersey - navy blue v-neck / pull-over with embroidered pocket badge on left-hand side
(No hand knitted jerseys allowed)
- Trousers- grey shorts / long pants with black belt
- Socks - grey, knee-length socks with school colours
- Shoes - black with single strap over bridge of foot with buckle / lace-ups compulsory
(No leisure shoes are allowed.)
- Rain jacket- navy with school badge. Part of the official school uniform

21. REGULATIONS : SPORT CLOTHING

- PE** Girls : navy skort and new sport shirt
Boys : navy PE shorts and new sport shirt
- Rugby** navy PE shorts with sponsored rugby jersey
- Cricket** navy PE shorts and new sport shirt. Grey, knee-length socks with school colours and running shoes (mostly white in colour)
- Cross country** navy PE shorts / skort and new sport shirt / athletic shirt
- Athletics** navy PE shorts / skort and new sport shirt / athletic shirt
- Tennis** navy PE shorts / skort and new sport shirt with white socks and running shoes (mostly white in colour)
- Netball** navy skort with new sport shirt, short white, cotton-mix socks and running shoes (mostly white in colour)
- Swimming** Boys & girls wear navy blue costumes
navy blue/yellow swimming caps – compulsory

Hockey Boys: navy PE shorts with new sport shirt, navy knee-length hockey socks with yellow stripes and running shoes / togs
Girls: navy skort with new sport shirt, navy knee-length hockey socks with yellow stripes and running shoes / togs
(O/14 boys & girls : clothing will be sponsored)

School Tracksuit Colours of all houses are included in this outfit and is part of the sport uniform

School bag Navy blue – available at the office
(no school bags with wheels are allowed in the school passages)

SUPPLIERS OF SCHOOL UNIFORM & SPORT CLOTHING:

De Jagers Gihon building, Corner of Bill Bezuidenhoutlaan & Sportica Rd
BELLVILLE, 7530
Tel. 021 914 7816

School & Leisure Shop 13, Willowbridge North, 39 Carl Cronje Drive
TYGERVALLEY, 7530
Tel. 021 914 0495

Clothing bank at school Mondays & Tuesdays - 07h30 tot 08h30

SCHOOL SONG

*Not far from Table Mountain fair
Where waves wash on the shore,
You'll find a school with Pride and Zeal
With knowledge in store.
With courage and skill we're strengthened here,
To face a world in need -
Our attitude to fellow men.
Is built in word and deed.*

*Bellpark, Bellpark!
We offer you our pride -
Bellpark, Bellpark!
To us you are a guide;
With virtue and of name you're great,
Refrained from shore to shore!
Bellpark, Bellpark!
Renown for ever more!*